

Contractor's Progress, Status, and Management Report (CPSMR)

Report Date:	19 November 2019
Report Period:	15 October 2019-19 November, 2019
Project Name:	Newberg Historic Sidewalk Feature Inventory
Client:	Harris Environmental Group, Inc.
Client Representative:	Dana Holschuh

COMPLETED TASKS IN PREVIOUS MONTH:

- Kick-off meeting with the Historic Preservation Committee, the City (as represented by Keshia Owens) and Harris Environmental (as represented by Dana Holschuh)
 - Topics covered included finalizing the scope of work for the project, including what features to document and how, deliverables and timelines
 - Was provided with notes on sidewalk features compiled by committee members
- Met with Rachel Thomas at the George Fox University Archives
 - Went over the scope of work for the project, potential research needs and resources, overview of Newberg history and many other misc. topics
 - Invitation to speak at the next Historical Society (HS) meeting on November 26, 2019
- Research continued into the early history of Newberg, the layout of the town, the history of sidewalk construction etc to inform the final report
- Beginning to formulate date/time/location for first public meeting
 - Including start of advertising materials to be distributed at HS meeting and by Ms. Thomas and others around town

UPCOMING TASKS FOR NEXT MONTH

- Scheduled to speak at the HS meeting on November 26, 2019 to advertise the project and the first public meeting
- Complete and disseminate advertising materials for the first meeting public meeting- this will be completed prior to the November 26 meeting
- Tentative date for public meeting: sometime the first week of December, 2019 (possibly Tuesday the 3rd, or whatever is agreeable to the City and other parties)
- Create a document for public recording of features to assist with the fieldwork portion of the project
- Transcribe notes provided from the kick off meeting

UPDATED SCHEDULE

- None.

PROBLEM AREAS AND RECOMMENDATIONS FOR SOLUTIONS:

None

RESULTS OF PREVIOUSLY IDENTIFIED ISSUES:

None.



CHANGES IN DIRECTION FROM PROGRAM BASELINE, INCLUDING ACTUAL OR POTENTIAL SCHEDULE IMPACTS:

None this period.

FINANCIAL STATUS:

Project is on budget. Very little has been billed to-date

OTHER INFORMATION:

None this period.